

# **VA Office of Information and Technology Enterprise Architecture Management**



## **Systems Integration and Development Service**

### **Initial CI Submittal Procedure CM422**

**Version 1.0**

**June 23, 2006**



**VA Office of Information and Technology  
Enterprise Architecture Management**

**Systems Integration and Development Service**

**Letter of Promulgation**

As the Director of the Systems Integration and Development Service (SIDS) within the Office of Enterprise Architecture Management at the Department of Veterans Affairs (VA), Office of Information and Technology (OI&T), I do hereby formally approve and promulgate this procedure and direct its use for establishing work products and artifacts as configuration items (CI) and for placing them under formal configuration control and change management. This document, SIDS CM422, Initial CI Submittal Procedure, provides the steps and guidance necessary to initiate proactive configuration control and management of SIDS production efforts.

\_\_\_\_\_(Signature on file)\_\_\_\_\_  
Frances G. Parker, Director (Acting)  
Systems Integration and Development Service  
VA Office of Information and Technology

\_\_\_\_\_  
6/23/06  
(Date)

## Record of Changes

| <b>CCP #</b> | <b>CCP Date</b> | <b>Description of Change</b><br>(or title) | <b>Date Entered</b> | <b>Entered by:</b><br>(initials) |
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## 1. INTRODUCTION

Files selected as Configuration Items (CI) to be placed under formal configuration control are entered into the ChangeMan® Dimensions™<sup>1</sup> automated configuration management (CM) application by an assigned CM Coordinator (CMC). This procedure is required to ensure systematic entry of program or project files and their definition data into the formal configuration control and change management process and the CM application suite.

### 1.1. PURPOSE

This procedure enumerates the steps and materials required to officially document the submission of CI files into the Systems Integration and Development Service (SIDS) CM application.

### 1.2. SCOPE

This procedure applies to all files to be submitted into the SIDS CM application suite for formal configuration control, including files submitted from outside the SIDS. These steps are necessary to ensure proper placement in the CM Library (CML) and satisfactory configuration control over the submitted items. Approval of a written Request for Waiver (RFW) to the Director, SIDS, is required for non-compliance with this procedure in whole or in part, or for substitution of another procedure.

### 1.3. AUTHORITY

The Director, SIDS, is the issuing authority for this document and only the Director, SIDS, or higher authority may authorize it to be altered, superseded, or cancelled. Any changes or modifications to this document must be submitted for approval using the provisions of the SIDS CM Plan.

Any conflict between this document and higher authority will be resolved in favor of the higher authority. Anyone observing such a conflict is requested to bring it to the immediate attention of the Director, SIDS (or delegated SIDS authority).

### 1.4. CHANGE AND CANCELLATION

This is an original document and does not supersede a previous version or any other document.

### 1.5. REFERENCES

The following references were used in developing this procedure:

- 1) Carnegie-Mellon University/Software Engineering Institute, Capability Maturity Model Integration for Systems Engineering/Software/Integrated Products and Processes Development/Supplier Sources, March 2002.

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<sup>1</sup> "ChangeMan®" is a registered trademark of Serena Software, Inc. Dimensions™ is a trademark of Serena Software, Inc.

- 2) Electronic Industries Alliance /Government Electronic and Information Technology Association Industries Alliance (EIA/GEIA) Standard-649-A, National Consensus Standard for Configuration Management, April 2004.

## **1.6. TERMS AND ABBREVIATIONS**

### **1.6.1. Terms and Definitions**

Refer to the SIDS CM Plan.

### **1.6.2. Abbreviations**

The following abbreviations are used in this procedure:

| <b>Abbrev.</b> | <b>Expansion</b>                                 |
|----------------|--|
| CCP            | - Configuration Change Proposal                  |
| CI             | - Configuration Item                             |
| CM             | - Configuration Management                       |
| CMC            | - Configuration Management Coordinator           |
| CML            | - Configuration Management Library               |
| DDL            | - Data Definition Language                       |
| EAM            | - (Office of) Enterprise Architecture Management |
| OI&T           | - Office of Information and Technology           |
| RFW            | - Request For Waiver                             |
| SIDS           | - Systems Integration and Development Service    |
| VA             | - (U.S. Department of) Veterans Affairs          |

## **1.7. ASSUMPTIONS**

This procedure assumes that the user has a working knowledge of computerized word processing programs and applicable CM concepts.

## 2. CI INITIAL SUBMITTAL PROCESS FLOW

The diagram below shows the steps of the CI Submittal process. Details are in Section 3.

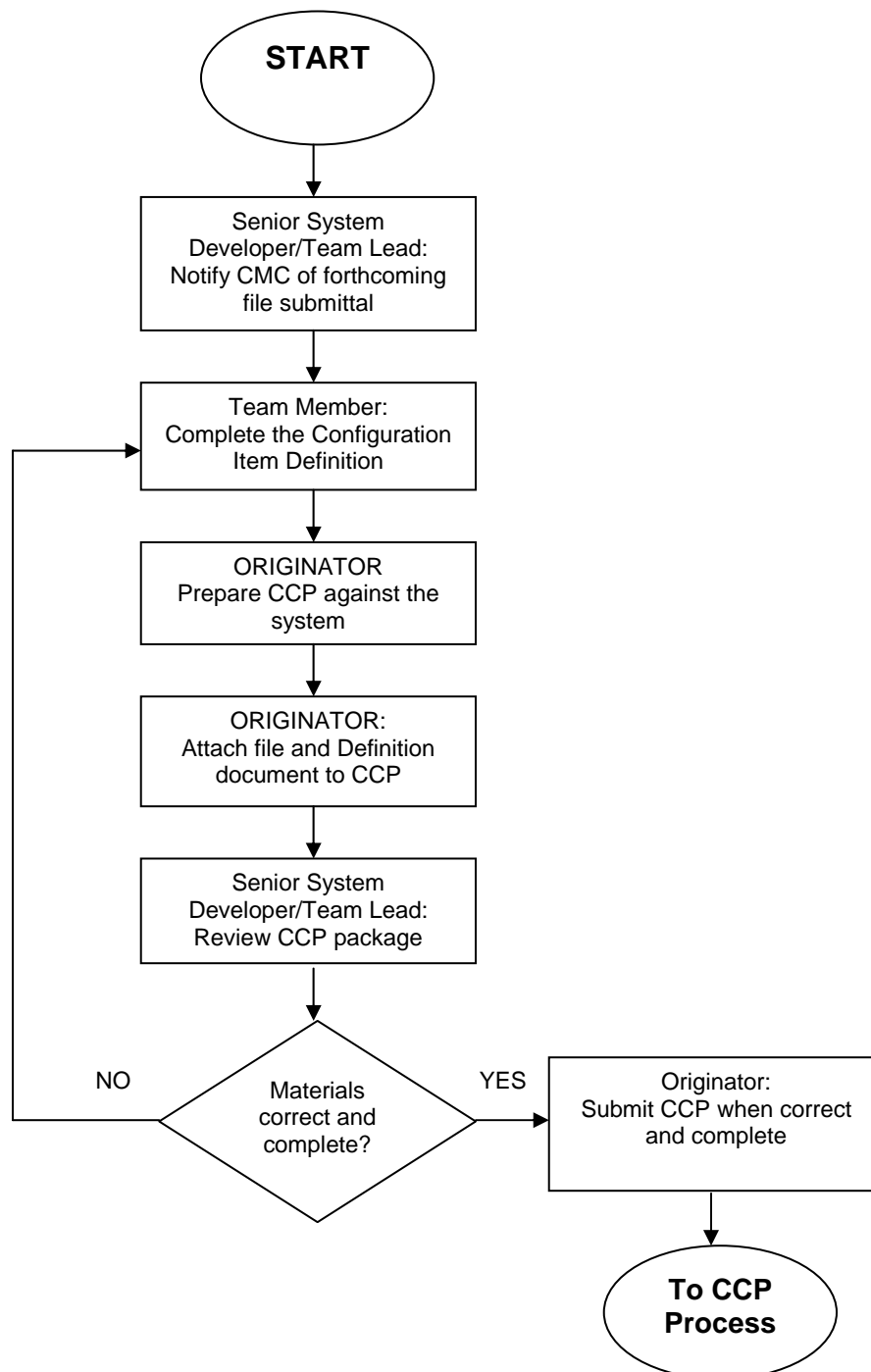


Figure 1 - Initial CI File Submittal



### 3. PROCEDURE

The CI submittal procedure uses a Configuration Change Proposal (CCP) to submit of a file for formal configuration control. Multiple files may be submitted using a single CCP provided *all* the following conditions are met:

- a. All the files belong to the same parent (grandparents do not count),
- b. All files are of the same type (e.g., software source code modules, database data definition language (DDL) scripts),
- c. All files are part of a homogenous set (such as a set of DDL scripts under the same batch script, a set of source code modules that constitute subroutines to the same “trunk,” or a set of design drawings that address details of a more generic drawing),
- d. There is a completed file definition for each file listed on the CCP, and
- e. Multiple management files (publications, plans, procedures, etc.) may not be submitted on a single CCP.

#### 3.1. INITIAL FILE SUBMITTAL

The steps for preparing the necessary materials and submitting a file for formal configuration control are as follows:

- \_\_\_\_\_ 1. Senior System Developer/Team Lead: Upon direction from higher authority or after deciding a file warrants formal configuration control, notify the assigned CM Coordinator that the file is to be submitted for formal configuration control.
- \_\_\_\_\_ 2. Assigned Team Member: Complete a Configuration Item Definition (Refer to SIDS CM312, Configuration Item Definition Instruction) for each item to be submitted (Refer to NOTE, below).
- \_\_\_\_\_ 3. Originator: Prepare a CCP against the respective parent CI to place the file under formal configuration control (Refer to SIDS CM431 CCP Preparation and Submittal Procedure). Include any information deemed necessary for CCP completion and clarity.
- \_\_\_\_\_ 4. Originator: Attach a copy of the item and definition to the CCP.
- \_\_\_\_\_ 5. Senior System Developer/Team Lead: Review the CCP and attached materials.
- \_\_\_\_\_ 7. Originator: Upon verification of correctness, submit the CCP to the CCP process (Refer to SIDS CM431 CCP Preparation and Submittal Procedure).

NOTE: Upon approval of the CCP, the assigned CM Coordinator will use the definition information provided to insert the file and definition document into the CML structure (Dimensions™). Once the files are entered, they are under formal configuration control and may be modified or “deleted” only through SIDS configuration change proposal processes.